



SWAN VALLEY  
**ADVENTURE CENTRE**  
*Creating Inspiring Experiences*

# TEACHER'S GUIDE

WHY COME TO US? - OUR MISSION - OUR STAFF - BENEFITS FROM ATTENDING OUR CAMPS - ACTIVITY OUTCOMES - WHAT IS YOUR ROLE? - WHAT TO KNOW UPON ARRIVAL, WHILST ON CAMP, PRIOR TO LEAVING - ORGANISING CHECK-LISTS



The purpose of this guide is to assist organisers with the preparation of high-quality, safe and successful excursion days and overnight camps at Swan Valley Adventure Centre.

## # WHY COME TO US?

The Swan Valley Adventure Centre has been creating inspiring experiences for adventurers since 2016. A short 30 minute drive from Perth CBD, we are a leading provider of outdoor activities in WA. Our unique, picturesque site provides schools with a broad selection of land, water and air activities for all ages and abilities. With onsite camp houses and catering, we can accommodate up to 302 guests. Understanding the need to keep the costs of your camp down, we provide packages to suit your budget.

## # OUR MISSION

With a core desire to create a safe place of growth and enjoyment for all individuals, our team share and promote the same values: honesty, integrity, and respect. We provide a safe enjoyable environment for learning to take place. Our instructors facilitate programs in accordance with the philosophy of 'Challenge by Choice' allowing participants to set their own success, without feeling pressured.

## # OUR STAFF

In accordance with the Adventure Activity Standards and the Education Department guidelines, all Instructors have a current Working with Children Card and a Police Clearance.

They also receive ongoing Instructor training for all activities covering emergency procedures and safe operating procedures. All water sports Instructors are also qualified and have a Certificate 3 or above in Outdoor Recreation/Leadership or an Australian Canoe Association Flat Water Guide qualification or equivalent.

All roping Instructors have Certificate 3 or above in Outdoor Recreation/Leadership or an Australian Climbing Instructors Qualification or Top Rope Climb on artificial surfaces (SISOCLA311) or Vertical Rescue training.

All equipment and structures are routinely inspected by competent staff including an external annual inspection by the Australian Rope Course Builders. We are also a current member of [Outdoors WA](#).

## # BENEFITS FROM ATTENDING OUR CAMPS

Overnight camps are a way for visitors to come together and to have fun while learning lifelong lessons. The activities at the adventure centre will help our guests develop lifelong skills in a unique environment different from their daily routine such as:

- Development of communication, interpersonal, leadership, and cooperation skills
- Increased interest in accepting responsibility, organization, self-discipline, and independence
- Awareness and management of emotions
- Teamwork and collaboration
- Independent decision making and problem-solving
- Make new friends and develop relationships
- Increased environmental awareness

## # ACTIVITY OUTCOMES

All our activities are linked to the Australian Curriculum, please enquire to receive details specific for your group. We are committed to encouraging maximum participation in a wide range of land, air and water activities.

In the chart listed below, you will discover what specific outcomes participants will learn while engaging in our outdoor programs and the most suitable activities to explore for your school year.



### LAND

Activity	CONFIDENCE	TRUST	LISTENING SKILLS	SELF-ESTEEM	RELATIONSHIPS	PROBLEM SOLVING	COMMUNICATION	TEAMWORK	LEADERSHIP	HEALTH & FITNESS	PATIENCE	ENVIRONMENT APPRECIATION
Commando Course	●	●	●	●	●	●	●	●	●	●		
Archery			●	●		●					●	
Catapult Build			●	●	●	●	●	●			●	
Escape Room		●	●	●	●	●	●	●	●	●	●	
Camp Fire	●		●		●							●
Bushcraft			●	●	●	●	●	●		●	●	
Icebreaker		●	●	●	●	●	●	●		●	●	
Teambuilding		●	●	●	●	●	●	●		●	●	
Kite Building			●	●	●	●					●	
Frisbee Golf					●				●	●		
Orienteering			●	●	●	●	●	●	●	●		

### AIR

Activity	CONFIDENCE	TRUST	LISTENING SKILLS	SELF-ESTEEM	RELATIONSHIPS	PROBLEM SOLVING	COMMUNICATION	TEAMWORK	LEADERSHIP	HEALTH & FITNESS	PATIENCE	ENVIRONMENT APPRECIATION
High-Ropes Course				●	●	●	●	●		●	●	
Mid-Ropes Course				●	●	●	●	●		●	●	
Junior-Ropes Course	●			●	●	●	●	●		●	●	
Abseiling				●	●	●				●	●	
Rock Climbing				●	●	●	●	●		●	●	
Possum Glider				●	●	●	●	●	●	●	●	
Flying Fox	●			●	●	●				●	●	
Crate Stack				●	●	●	●	●	●	●	●	
Jacob's Ladder				●	●	●	●	●	●	●	●	
Leap of faith				●	●	●	●	●		●	●	

### WATER

Activity	CONFIDENCE	TRUST	LISTENING SKILLS	SELF-ESTEEM	RELATIONSHIPS	PROBLEM SOLVING	COMMUNICATION	TEAMWORK	LEADERSHIP	HEALTH & FITNESS	PATIENCE	ENVIRONMENT APPRECIATION
Canoeing		●				●	●	●	●	●	●	●
Kayaking					●	●	●	●		●	●	●
Raftbuilding					●	●	●	●	●	●	●	●
River Trip					●	●	●	●	●	●	●	●

## #WHAT IS YOUR ROLE?

Relax...we are here to support you!

We actively encourage teachers to participate in all activities to build a stronger rapport with the group and to enjoy the experience for themselves. We expect teachers to ensure the following:

- Each activity group must have a teacher (supervisor).
- Ensure that the teacher/supervisor knows how many children are in their group and their medical details.
- Ensure students arrive before the activity session starts, are dressed appropriately, and are ready to go.
- Encourage students to participate in the program using a positive, non-frightening approach.
- Allow students to problem-solve or decision make while on activities to ensure their learning.
- For any activity which involves a journey, the teacher will be required to take part in that activity with their group
- Oversee the behaviour of the group during your stay.

## #WHAT TO BRING

- Ensure you bring two towels (one beach and bath towel)
- Bring a plastic bag to store muddy shoes and clothes
- Bring personal items that you will need during your stay:
  - Toiletries such as soap, shampoo, toothbrushes, toothpaste,
  - Sunscreen
  - Hat
  - Sunglasses
  - Torch
  - Waterproof jacket
  - Insect repellent
  - Small backpack
  - Water bottle
- Additional items:
  - First aid kit
  - Personal medications
- What not to bring
  - Chewing Gum
  - Cigarettes
  - Drugs or Alcohol
  - New or expensive clothing is not recommended
  - Please refrain from bringing any valuables

## #WHAT TO WEAR

- Comfortable casual clothing such as t-shirts, long-sleeved tops, shorts, pants, jumpers/jacket, pyjamas, underwear, socks, shoes, thongs, bathers, board shorts, rash vest
- General Camp Footwear
  - Enclosed are shoes required for all activities
  - Additional pairs of shoes/ runners (dry shoes) will be required to wear in the camp houses, Dining Room, and conference rooms
- Commando, High Ropes, and Canoe Courses
  - Old t-shirt and mid-length or long length pants and enclosed shoes that can get wet/ muddy
- What not to wear
  - No short shorts on activities
  - No singlets on activities
  - No thongs/crocs/sandals when on activities (including Commando and Canoe course)

\*Please note that wet and muddy clothing and shoes worn during the Adventure Centre activities are not permitted to be worn into the dining room, camp houses or conference rooms.

We use the following respect model for all attending camp:



As a matter of safety, the SVAC team would remove anyone breaching this respect model from an activity or a camp after consultation with the teaching staff.

## #WHAT TO KNOW UPON ARRIVAL

### Teacher's briefing.

Please ensure that when you arrive at the Swan Valley Adventure Centre, you check in at Reception, to ensure all appropriate paperwork has been completed. We will talk you through your camp program (catering, activities, accommodation) to double-check everything is correct and advise on meeting times and places.

You will also be given a set of keys. These will open all of the houses and conference room doors that you have access to. Camp houses are ready to check into from 3 pm. Groups will be given access to a room to store any luggage until this time. Any lost keys will incur a replacement fee of \$160 per lost set of keys.

### Whole group briefing.

You should take time to give your group a site briefing on arrival to ensure your participants are familiar with locations, muster points and emergency evacuation procedures, along with behavioural expectations.

## #WHAT TO KNOW WHILST ON CAMP

The following are a few things to be mindful of when on camp.

### Camp houses

Please be aware that furniture and bedding are not to be moved between or out of houses, mattresses are to be left on the beds and not used on the floors.

### Rubbish

Wheelie bins have been provided in various locations for your use. These should be empty (or close to it) upon your arrival onsite. They will be emptied after you depart. Should you notice that your bins are becoming full, please inform a staff member who will ensure they are emptied. Please do not leave rubbish bags out of bins as the wildlife onsite will make a mess of them.

### Toilets and shower

Each camp house has its own bathrooms with showers and toilets, some also have universal access facilities. We ask that after returning from the river, groups use the taps outside to remove any excess dirt prior to entering the houses. There are also toilets located around the site. If you notice the toilet paper supplies becoming low, please inform one of our staff members who will restock them.

### Laundry facilities

Your group has access to a free-to-use washing machine and coin-operated dryer. Groups are requested to provide washing detergent for these machines.

### Cleaning responsibilities and equipment

Each camp house has cleaning equipment. It is your group's responsibility to ensure your house(s) are kept clean during your stay. This includes any mopping of spilt liquids and removal of dirt and rubbish from the floors. Housekeeping will service toilets and common areas.

### Audiovisual equipment

Every function room booking includes free WiFi, cabled internet (in selected rooms), whiteboards, flipcharts, lecterns, projector screen (if requested in the booking form). Audiovisual equipment needs to be hired prior to your arrival and pricing will be provided upon request.

### Security and valuables

To ensure the safety of your valuables please ensure that you lock all houses whilst they are not being attended. Our camp houses include a safe and secure magnetic locking system. The camp takes all care however is not responsible in regards to lost items.

## #WHAT TO KNOW PRIOR TO LEAVING

### Departure time

We request that your group vacate the houses prior to 9 am. Should you require this time to be flexible please arrange this at the time of booking. We may be able to accommodate this however, due to operational requirements, we can not guarantee we will be able to extend these hours.

### Lost property

Any lost property found during your stay or after your departure is collected and placed with our lost property. Uncollected goods are donated to local charities if they are not collected after two weeks.

### Loss or breakage

Should anything be lost or broken please inform our staff members during your stay. Additional costs associated with repair or replacement may be charged.

### Cleaning responsibilities

Although all houses are thoroughly cleaned prior to your arrival, to make our job easier prior to departure from the camp, your group will be required to do some simple clean up around the areas you have used:

- Sweep/vacuum all houses & bathrooms where needed
- Remove rubbish from all areas and place outside in the large bins
- Remove any lost property from houses
- Mop all spills in houses

### Camp houses - Linen

Please place the fitted sheet and pillowcases in the laundry bins provided.

The doona/quilt is to be folded and left in the laundry in the corridor close to the laundry bins.

Please return the pillows to the common room.

Please ensure that the mattress protector is left on the mattress.

### Key return

As you leave the camp please ensure that you drop all keys at Reception. If checking out after hours, please talk to our Duty Manager prior to your departure to make arrangements for key return.

### Payments

An invoice will be forwarded to your group two weeks before your stay with details of all accommodation, catering and program-related charges.

### Feedback

Your feedback is really important to us as we seek improvement ideas and better ways to satisfy our adventurers. Please take the time to complete our survey which you will receive via email after your stay.

# ORGANISING CHECK-LIST / GROUP LEADERS

## ONCE YOUR CAMP IS BOOKED

Please contact our Activity Manager to discuss the various program options.

Click the 'confirm booking' link.

Deposit invoice issued (to be paid within 2 weeks of issue date)

Confirm student/staff numbers via client portal.

Advise special dietary requirements

## TWELVE WEEKS BEFORE CAMP

Date:

Check your group numbers to ensure your original estimate was realistic

Discuss catering options with our team – Menu can be found on our website.

Contact our office to discuss any changes to the various program options (express special needs if required)

Confirm accommodation requirements.

Organise site visit. (if not already familiar with our site).

## THREE WEEKS BEFORE CAMP

Date:

Advise final number of guests (final invoice to be issued based on this information)

Advise conference room setup & equipment if required.

Payment of final invoice 2 weeks from issue date.

Supply supervisory team information regarding roles, responsibilities and information regarding your camp program

Brief accompanying group leaders

Allocate students to groups as requested by the activity manager (camp programs have limitations in instructor to student ratios)

Allocate students to camp houses and provide bedding plan.

## TEN WEEKS BEFORE CAMP

Date:

Confirm activity program with SVAC Team via email (if not already done so).

Organise a supervisory team of school staff/adults for camp

Distribute details of the camp to parents, including information for parents, excursion information letter, medical and consent forms

## ON ARRIVAL

Date:

Collect keys/info regarding your stay from SVAC Reception/Duty Manager.

Give your group pre camp briefing.

## SIX WEEKS BEFORE CAMP

Date:

Begin collecting consent forms, medical forms, and camp fees at the start of the camp.

## ON DEPARTURE

Date:

Return all camp keys

Follow clean-up as per instructions in the hand book on notice boards.

## FOUR WEEKS BEFORE CAMP

Date:

Ensure all consent and medical forms are completed and returned

## POST CAMP

Date:

Complete our online post-camp survey sent via email

Discuss with staff the availability of your next booking

Other useful resources such as risk waivers, muster points and emergency plans can be found on our website.

# ORGANISING CHECK-LIST / PARENTS & STAFF

## GETTING READY FOR CAMP

Going on camp is exciting for most children but can be terrifying for others. It is important that parents talk with their children on a number of occasions to help them prepare for their camp experience. Please reassure them that they are in good hands and that the school and SVAC staff will take good care of them.

## WHAT TO WEAR

### Comfortable casual clothing

T-shirts

Long/short sleeved tops

Mid-length shorts, full-length pants (required for all activities)

Jumpers/jackets

Pyjamas

Underwear, socks

Bathers, board shorts, rash vests

Reef shoes preferred for water activities

### General camp footwear

Enclosed shoes required for all activities and around the centre. Thongs and Slides are only permitted to be worn in accommodation.

Additional pair of shoes/runners (dry shoes will be required to wear in the camp houses, dining room and conference rooms)

### Commando and Canoe Courses

Old t-shirt and mid-length or long length pants that can get wet/dirty

Enclosed shoes that can get wet/dirty

## WHAT NOT TO WEAR ON ACTIVITIES

- NO short shorts
- NO singlets
- NO thongs/ crocs/ sandals (including Commando and Canoe Course)

\*Only if you chose the "bring your own linen" option. With "linen provided" option, fitted sheet, doona, blanket (seasonal), pillow and pillowcase are included. Please note that wet/ dirty clothing and shoes worn during activities are not permitted to be worn into the Dining Room, camp houses or conference rooms.

## WHAT TO BRING

Towelx2 (beach and bath)

Plastic bag (labelled for wet/dirty shoes and clothes)

### Personal Items

Toiletries (soap, shampoo, toothbrush, toothpaste)

Sunscreen

Hat and sunglasses

Torch

Waterproof jacket

Insect repellent (roll-on)

Small backpack

Water bottle

### Additional Items

Sleeping bag, blankets, pillow and pillow slip\*

Personal medication (medical conditions and medications must be discussed with your camp supervisor)

### STAFF ONLY

First Aid kit

Mobile phone, alarm clock, camera

Relevant paperwork (student medical forms, emergency response document...)

Whistle

## WHAT NOT TO BRING

- Chewing gum
- Cigarettes, drugs or alcohol (designated smoking areas for staff ONLY)
- Valuables, new or expensive clothing (not recommended)
- Spray aerosol cans, use roll-on types if required